



TO: Fire Departments in St Tammany or Jefferson Parishes, LA and Pascagoula, MS

FROM: Danielle Cagan, Director of Community Relations, Fireman's Fund Insurance Company

DATE: November 9, 2006

SUBJECT: Fireman's Fund Katrina Relief Fund Request for Proposal

On behalf of Fireman's Fund Insurance Company (Fireman's Fund®), I am pleased to invite your department to participate in a special Request for Proposal (RFP) designed to support fire departments rebuilding in the aftermath of Hurricane Katrina. Grants will be awarded for needed equipment, supplies and community education programs. An advisory committee comprised of representatives from Fireman's Fund and leaders in the fire service will be providing guidance on how funds will be distributed. Fireman's Fund has made a commitment of \$278,400 to assist departments in areas impacted by Hurricane Katrina. These funds are in addition to the \$1 million donation already made by Allianz, the parent company of Fireman's Fund, which have already supported programs designed to address immediate human needs after Hurricane Katrina struck.

About the Fireman's Fund HeritageSM program

A premier property and casualty insurance company, Fireman's Fund was founded in San Francisco in 1863 with the mission of donating a portion of our profits to support the fire service. What was a good idea then is a great idea now as firefighters are being asked to do more with fewer resources. In 2004, Fireman's Fund launched the Fireman's Fund HeritageSM program, awarding millions of dollars each year to fire departments and burn prevention programs. Under the program, grants are awarded through Fireman's Fund employees and through independent insurance agencies for needed equipment, firefighter training and community education programs. Additional information about this program can be found at www.firemansfund.com/heritage.

About the Fireman's Fund Katrina Relief Fund

As an extension of our Fireman's Fund Heritage program, Fireman's Fund created a special Katrina Relief Fund to support fire departments affected by the hurricane in areas targeted for rebuilding. Recognizing that the region was widely devastated by the hurricane, Fireman's Fund has elected to focus these grants on the St Tammany and Jefferson Parishes in Louisiana and Pascagoula, Mississippi with guidance from our local employees and agents.

The grant money was raised through a corporate donation from Fireman's Fund Insurance Company, and fundraising activities by Fireman's Fund employees in concert with fire departments across the country. The Katrina Fund is intended to meet the critical needs of fire departments not met by insurance, FEMA grants and other programs in communities targeted for rebuilding. The RFP is a special "one-time" program from Fireman's Fund designed to address the unprecedented loss of life and property in our nation's worst natural disaster. The attached RFP includes information on eligibility, key dates, deadlines and how to apply online. Although the proposal process is online, it is recommended that you refer to the attached RFP to make the process as easy as possible.

The deadline for submitting the online proposal is Sunday, November 26, 2006.

Thank you in advance for your participation. If you have any questions, please contact Ron Mori at 312.456.5036 or rmori@ffic.com.



FIREMAN'S FUND KATRINA RELIEF FUND

REQUEST FOR PROPOSALS

NOVEMBER 9, 2006

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Fireman's Fund Katrina Relief Fund Request for Proposals

1) RFP PROCESS OVERVIEW

Eligible Organizations

Eligible applicants for Fireman's Fund HeritageSM program grants include city, county, fire district, parish, town, township, unincorporated community, village and volunteer fire departments in St. Tammany and Jefferson Parish, Louisiana and Pascagoula, Mississippi.

The following types of fire departments are ineligible for a grant from FFIC through this RFP process:

- Fire departments fully funded by the federal government
- Fire departments on military bases
- Private Fire departments serving for-profit corporations/businesses.

Programs Eligible for Funding

The Fireman's Fund Insurance Company Katrina Relief Fund is designed to support fire departments rebuilding in the aftermath of Hurricane Katrina. Two areas of special focus are:

- **Equipment** – fire operations and fire safety, basic equipment, communications, rescue, hazardous materials, protective, specialized and investigation
- **Community Emergency Response Programs** – materials and programs focused on disaster and emergency response training for civilians
- **Specific Incident Command Training** that helps integrate all forms of government in an effort to improve multi-jurisdiction and multi-discipline efforts

Ineligible Programs

Under most circumstances, a grant from Fireman's Fund will not fund the requests in the following categories:

- Salary and benefits of personnel
- General operating expenses
- Debt retirement
- Investigations/Research/Reports
- Fire service memorials
- Private fire departments and industrial fire brigades

Where possible, Fireman's Fund aims to award grants to targeted departments that demonstrate a need through the RFP process and have the greatest opportunity to positively impact the greater community. For this reason, Fireman's Fund reserves the right to award partial funding of grants.

Joint Proposals – Multiple Agencies

Eligible fire departments have the option to submit a proposal individually or with multiple fire agencies. In situations where multiple fire departments are submitting a joint proposal, the lead agency must also fax or mail the form outlined on page 14 of this RFP. This form is to verify the participation of each fire department mentioned in the online proposal application. Additionally, fire departments that choose to “sponsor” a non-profit fire safety and/or burn prevention organization also must submit this form. Please refer to page 14 of this RFP for additional details.

The RFP Selection Process

The official start date for this process is November 9, 2006. **Completed proposals must be submitted online at <http://www.cybergrants.com/firemansfund/heritage/katrinarelief> by Sunday, November 26, 2006. Proposals submitted online after midnight (EST) on November 26 will not be considered.** Fireman’s Fund employees and agents with the assistance of external advisors from the fire service will review proposals to determine grant recipients.

Grant awards will be confirmed in writing. In order to receive payment, the department must have agreed to the terms of the “Compliance Agreement” outlined in this RFP.

Timeline

Key dates related to this RFP are as follows:

RFP Issued	November 9, 2006
Due Date	November 26, 2006
Grant Notification	December 15, 2006
Award Ceremony/ies	Dec 2006 /Jan 2007
Grant Funds Disbursed <i>Grant funds must be used within six months of receiving a final check from Fireman’s Fund.</i>	December 2006

How to Apply

Completed proposals must be submitted online by midnight (EST) on November 26, 2006.
Proposals submitted after the deadline will not be considered.

A computer with Internet access is necessary to apply for this grant. If you do not have a computer with Internet access, please call 312.456.5036. A member of the Fireman’s Fund Heritage team will help identify a solution for you.

Special note for grant writers:

If you are writing a grant for multiple fire departments, please make sure to follow the special instructions on Cybergrants. Special instructions can be found on the “welcome” screen as you start the on-line Fireman’s Fund Katrina Relief Fund application. This special note, only applies to individuals that are writing applications on behalf of multiple organizations.

Step-By-Step Instructions for Applying Online

Step 1 – Go to <http://www.cybergrants.com/firemansfund/heritage/katrinarelief> and refer to the information on that page for your region. If you're ready to start your proposal, click "Ready to Apply" in the appropriate section.

Step 2 – Once you've clicked "Ready to Apply," you will be asked a series of questions to verify eligibility:

- Is your department located in one of the following regions? (St. Tammany Parish, Jefferson Parish, etc.)

→ **Select "Yes" if in St. Tammany, Jefferson, or Pascagoula**

→ After clicking on the "Yes" button you will be directed to a new screen where the proposal writer will be asked to create a username and password to access the online application

Step 3 – Create a username and password

Step 4 – After creating a username and password, you will be directed to the Welcome page

Step 5 – After reading the information on the Welcome page, scroll to the bottom of the page and click on "Start a New Application"

Step 6 – You will be taken through a list of detailed questions that are also included in the Proposal Requirements section in the RFP information packet

Step 7 – Complete the online application – **Please refer to the RFP to ensure questions are answered accurately**

Step 8 – Once you have completed all questions, you will be given two options – "Save Only" or "Submit." If you click on "Save Only" you will have the option to revisit your proposal to add or edit responses prior to the proposal deadline

Step 9 – Review your application before you click on the "Submit" button – you will not be able to edit any information once you have selected this option

Step 10 – Print a copy of the application for your files

Step 11 – Once you have finalized all edits and are comfortable with your proposal, click on the "Submit" button – your online proposal will then be reviewed by an advisory committee comprised of leaders in the fire service and Fireman's Fund employees

Step 12 – If your department is submitting a proposal in conjunction with other eligible fire agencies, mail or fax a copy of the "Participation Form" required for departments applying jointly to Fireman's Fund

Tips for Completing the Online Proposal:

- Refer to the list of questions in the “Proposal Requirements” section of this document (starting on page 7) to guide you as you apply online and ensure questions are answered accurately
- Gather as much information as is required to complete the online application, prior to logging on to the Web site
- Submit only one proposal per department even if you are requesting funding for more than one item/program
- Answers to questions can be cut and pasted from an existing word processing document saved on your computer (e.g., Microsoft Word). As such, you may want to write answers to more in-depth questions in a separate document and then cut and paste the “answer” into the appropriate “field”
- There is a 10-page limit on longer “fields” where in-depth answers are requested. It is important to share detailed information about the need(s) of the department and your community to create a compelling case for your proposal
- Once you have completed all sections of the online proposal, you will have the option to “Save Only” or “Submit” your application. By selecting “Save Only,” you will have the option to go back and add or edit your proposal. If you select “Submit,” your proposal will be considered final and ready for review
- Only you will have access to your department’s proposal – you can save your proposal and edit the online application at a later date, prior to clicking the “Submit” button
- Print out a copy of your proposal and review your responses before clicking on the “Submit” button
- Ensure that all edits are completed and your final application is submitted by the proposal deadline
- Your proposal will not be reviewed if you do not click on the “Submit” button when the online application is final
- For technology-related questions, click on the “Technical Support” button on the bottom of each screen

For any questions related to this RFP or the Fireman’s Fund Heritage program, please call 312.456.5036. Your call will be returned within 24 hours.

2) ONLINE PROPOSAL REQUIREMENTS

The online application is comprised of four sections. Following is a list of questions to guide you as you submit your proposal online.

Section One – Contact Information

After submitting information for a username and password, you will be asked to submit contact information and that of your department's fire chief. The individuals listed as department contacts will be the first point of reference for any and all communication pertaining to this proposal and the Fireman's Fund Heritage program.

If multiple fire departments are jointly applying for a Fireman's Fund Heritage grant, please designate one contact person, department and fire chief as the lead agency. Contact information for the lead agency should be supplied when applying online.

Please provide the following information online:

- 1) **Your First Name**
- 2) **Your Last Name**
- 3) **Your Title**
- 4) **Fire Department Name**
- 5) **Fire Chief's Name**
- 6) **Address**
- 7) **City**
- 8) **County**
- 9) **State**
- 10) **Zip Code**
- 11) **Your Telephone Number**
- 12) **Department Telephone Number**
- 13) **Your Fax Number**
- 14) **Department Fax Number**
- 15) **Your E-mail Address**

After completing Section One – Contact Information, click on the “Save and Proceed” button at the bottom of your computer screen to proceed to the next section.

Section Two – Fire Department Information

After submitting contact information, you will be prompted to supply the following pieces of information about your fire department. Please note that in sections where you are asked to provide in-depth information, you can cut and paste the information into the applicable “field” from an existing word processing document saved on your computer.

Please provide the following information online:

- 1) **Fire Department or Organization Name** – *Note: If a department is applying in conjunction with multiple fire agencies, please list the lead department designated in the previous section. In addition to submitting an online proposal, fire departments applying jointly must also complete the “participation form” included in this RFP packet.*
- 2) **Federal Tax ID Number** – *Note: If a department is applying for a grant in conjunction with multiple fire agencies, please list the Tax ID Number for the lead agency.*
- 3) **Multiple Fire Departments** – *Note: If the proposal is being submitted on behalf of a group of fire departments, please list the departments and respective Federal Tax ID numbers. If submitting this proposal independently, please respond N/A.*
- 4) **Fire Department Address** – *Note: If a department is applying for a grant in conjunction with multiple fire agencies, please list the address for the lead department.*
- 5) **City**
- 6) **State**
- 7) **Zip code**
- 8) **Telephone Number**
- 9) **Fax Number**
- 10) **Web site Address** *(if applicable)*
- 11) **Type of Department** – *From a drop-down menu, select the description that best applies to your department – city, county, fire district, Indian reservation, parish, town, township, unincorporated community or volunteer fire department. If applying for a grant with multiple fire agencies, only provide information for the lead department.*
- 12) **Staff Description** – *From a drop-down menu, select the description that best applies to the make-up of your department’s personnel – career, volunteer or combination. If applying for a grant with multiple fire agencies, only select the staff description for the lead department.*
- 13) **Overview of Fire Department** – *Briefly describe your department. Include information on the department personnel, overall mission and goals, and challenges the department is facing. This information can be cut and pasted from a word processing document saved on your computer.*
- 14) **Overview of Community’s Fire Service Needs** – *Please describe the geographic and demographic attributes of the area/region your department(s) serve(s). Provide an overview of the specific firefighting needs of the community post Katrina. Also, please outline any mutual aid agreements.*

15) **Number of Permanent Residents in Area/Region prior to Katrina and post Katrina.**

16) **Anticipated population growth in one and five years.**

17) **Annual Fire Department Budget (pre and post Katrina).**

18) **Department Budget by Funding Source** – *Please indicate by percentages, the sources of your department's funding. Please allocate a percentage based on the following categories:*

% **Federal Government**

% **Local Government**

% **State Government**

% **Private Grants**

% **Fundraising and Donations**

% **Other**

100%

19) **List of grants or financial support received or anticipated since Katrina.**

20) **List any insurance claims paid related to Katrina (number of claims paid, amounts, pending, etc.).**

Financial Detail

21) **Please provide a detailed financial breakdown of your request.**

22) **Please outline any projected outcomes/results.**

23) **Please provide detailed budget and vendor quotes if appropriate/possible for any equipment.**

*After completing the Financial Section, click on the “**Save and Proceed**” button at the bottom of your computer screen to proceed to the next section.*

Section Three – Grant Request

- 1) **Project Title** – *For example: “Safety Village Fire Department Proposal”*
- 2) **Proposal Date** – *Include the date when submitting the proposal.*
- 3) **RFP Region**
- 4) **Eligible Equipment and Programs** – *Please indicate which category(ies) your request falls under:*
 - Equipment
 - Community emergency response programs
 - Other
- 5) **If your answer to the previous question was “other,” please elaborate** – *If not applicable, respond N/A.*
- 6) **Total Amount of Request** – *Please list the total amount of funding you are requesting from Fireman’s Fund. You will have the opportunity to itemize your budget in another section of the online proposal. Note: Remember to submit one proposal per department even if you are requesting funding for more than item/program.*
- 7) **One Sentence Description** – *Describe your specific grant request in one sentence. **For example:** Smith County Fire Department is requesting \$10,000 for the purchase of a thermal imaging camera and public education materials.*
- 8) **The Request** – *Provide a detailed description of the equipment, project or program your department(s) is requesting to be funded. Note: For equipment requests, please include a definition of the equipment to better explain how and/or why it is used. For non-equipment requests, please describe what you believe makes the program or service unique. This information can be cut and pasted from a word processing document saved on your computer.*
- 9) **Project Outcomes/Results and Community Impact** – *Please outline the results and outcomes your department(s) expect to achieve at the completion of the project or after the requested equipment is in service. Explain how this proposal, if funded, will impact the community and/or surrounding communities your department(s) serve(s).*
- 10) **Use of Funds for New or Existing Programs** – *If your department(s) is requesting funding for a specific program, is this a new endeavor or will the request complement something already in place? OR If you are requesting funding for equipment, please explain if your department already has this equipment in service. If so, please indicate the amount and type of equipment already in service. **For example:** If your department is requesting funding for SCBAs, indicate how many SCBAs you already have in operation as well as the brand name. If you are requesting new SCBAs to replace existing equipment also explain this. This information can be cut and pasted from a word processing document saved on your computer.*
- 11) **Staff Resources to Manage Funding** – *Please describe the resources within your department(s) who will oversee the execution of the grant. **For example:** Who will handle purchasing the equipment, program implementation and grant compliance?*
- 12) **Budget Summary** – *Please provide a line-item budget outlining the cost of specific items to be funded. Please round up to the nearest dollar. For your convenience, you can choose to electronically attach a document that provides this information in a Word, Excel or .pdf file. To submit a budget document electronically, please click the “Upload File” link.*

- 13) **Vendor Estimate** – *Additionally, if you have received an estimate from a vendor/manufacture for the items you are requesting funding for, please list the vendor and the estimated amount. For your convenience, you can choose to electronically attach a document that provides this information in a Word, Excel or .pdf file. To submit the vendor estimate electronically, please click the “Upload File” link.*
- 14) **If you are requesting funding for equipment, do you have a preference for a specific manufacturer?** – *Select “yes” or “no” from a drop-down menu.*
- 15) **If you answered “yes” to the previous question, please explain.** – *If not applicable, respond N/A.*
- 16) **If awarded this grant, will your department use the funding as “matching funds” for a previously awarded grant?** – *Select one of the following from a drop-down menu – “Full matching,” “Partial matching” or “Not applicable.”*
- 17) **Promoting Your Grant** – *If awarded a grant, please describe how your department will make visible or promote the relationship between Fireman’s Fund Insurance Company and your organization.*
- 18) **Does your department need volunteers for specific projects?** – *Select “yes” or “no” from a drop-down menu.*
- 19) *If “yes,” please describe ways volunteers can help your department.*
- 20) **Summary of Request** – *In 200 words or less, please summarize your request and its potential impact on your community. All summaries should include the following information:*
- Sentence(s) describing the department(s) – include department(s) name, type of department(s), number of stations and personnel
 - Sentence(s) describing the community the department(s) serves, including information on size, geographic scope and any characteristics that make the community unique or the department’s (s’) job of serving the community challenging
 - Sentence(s) explaining the funding request – include dollar amount
 - Sentence(s) describing the impact the request will have on the community, if funded.
- 21) **Additional Information** – *Please include any additional, relevant information that should be reviewed by the grant selection committee.*
- 22) **Attachments** – *If you would like to include any additional information in your proposal package, please click the “Upload File” link to attach document(s). Please do not attach a Word processing document containing your entire proposal.*

*After completing **Section Three – Grant Request**, click on the “Save and Proceed” button at the bottom of your computer screen to proceed to the next section.*

Section Four – Compliance Agreement

Overview

If a department is awarded a grant from Fireman's Fund Insurance Company (Fireman's Fund®), the contact person listed on the RFP response will be notified by a telephone call and a formal notification letter. To facilitate this award process, it is required that all applicants acknowledge and approve the terms of the grant compliance agreement. The agreement specifies the terms of receiving a grant.

Additionally, by agreeing to these terms, the department grants Fireman's Fund permission to publicize information about a department's request, proposal response and information about the award. Publicity efforts will include news releases, mentions on the Fireman's Fund Web site and other marketing efforts. In the event a department is awarded a grant, Fireman's Fund invites the grant recipient(s) to contact the Company to discuss any additional marketing or public relations assistance Fireman's Fund can provide on behalf of the department.

If awarded a grant, Fireman's Fund might contact the department to arrange for additional photos and/or quotes for future marketing/communications activities. At that time, individual representatives will be asked to sign an additional publicity release form.

Directions

The Compliance Agreement is included in the online proposal application. This information also is included below for your reference. After reviewing the Compliance Agreement, you will be asked a series of four related questions. Fireman's Fund understands that there may be some circumstances where a department will be unable to agree to the terms of the agreement prior to receiving a grant. There is a place in this section of the online application to explain special circumstances. However, if the department is selected to receive a grant, a signed compliance agreement must be returned to Fireman's Fund prior to receipt of any funds.

PLEASE ENSURE THAT YOU READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS. YOUR ACCEPTANCE OF THIS AGREEMENT ON BEHALF OF YOUR DEPARTMENT(S) SERVES AS A LEGALLY BINDING CONTRACT.

Whereas, it is intended that the Department will utilize a grant award or donation received from Fireman's Fund Insurance Company (Fireman's Fund®) for the specific purpose outlined in the Department's grant application and/or approved by Fireman's Fund.

Fireman's Fund reserves the right to communicate with and visit the Department on an ongoing basis to ensure that the funding is utilized for the express purpose intended. The Department is required to apply a grant or donation from Fireman's Fund within six months of receipt of funds. Additionally, the Department must supply Fireman's Fund with a copy of the paid invoice within 30 days of purchases utilizing funding from a Fireman's Fund Heritage grant or donation.

The Department must notify Fireman's Fund within 60 days of receipt of funds if it decides to purchase a different quantity of items than what was awarded by Fireman's Fund, or if it chooses to apply funds differently than originally intended or approved by Fireman's Fund. Unused funds must be returned to Fireman's Fund.

If the Department plans to use funds for any purpose other than originally outlined and approved by Fireman's Fund, the Department must first obtain approval from Fireman's Fund. In the event that the grant funding is not utilized for the purpose(s) approved by Fireman's Fund and/or outlined in the original grant application and Fireman's Fund is not notified of any changes to the original request, Fireman's Fund reserves the right to revoke the grant funding or donation, request the return of the full grant/donation amount, and eliminate the Department from consideration for future funding through the Fireman's Fund Heritage program.

If the Department is awarded a grant or donation, Fireman's Fund reserves the right to publicize the request and award in all marketing and communications activities. Fireman's Fund invites your department to contact us to discuss any additional marketing or public relations assistance we can provide on your behalf.

Finally, as a way to demonstrate the overall impact of this grant program, Fireman's Fund asks that the Department provide documentation demonstrating the effect the funding has had on operations. This can be documented via e-mail, letter, photos, video, or however the department sees fit. We request that this impact be documented and shared with Fireman's Fund within six months of the receipt of the grant or donation.

- 1) **I agree to these terms** – *Click the box if you agree*
- 2) **Special Circumstances** – *Are there any special circumstances that prohibit you from agreeing to these terms at this time? Select "yes" or "no" from the drop-down menu.*
- 3) **If "yes," please explain**
- 4) **If your department is awarded a grant, please list to whom grant checks should be addressed** – *Include a Federal Tax ID Number if the grant check will be addressed to a party other than the fire department. All grant checks will be mailed to the department's fire chief unless otherwise specified.*

This is the last section of the online proposal.

At this point, you will be given two options:

Save Only – *By selecting this option, you can revisit your proposal to add or edit your responses before the deadline. If you select this option, ensure that your edits are made and your proposal is submitted prior to the deadline. To open a saved application, login and "Applications Requiring Action" field will appear. Simply select your application under the project title field and click "Continue" under the "Action" column.*

OR

Submit – *By clicking on the "Submit" button, your proposal will be considered final and ready for Fireman's Fund employees to review. If you select this option, you will not be able to add or edit responses at a later date. As a reminder, you may want to review your proposal before selecting this option. You must click on the "Submit" button to ensure that Fireman's Fund receives your final online proposal.*

3) Participation Form for Departments Applying Jointly

The Participation Form, is available by calling Ron Mori at (312) 456-5036. A completed Participation Form is required only if:

- Your department is submitting an online proposal in conjunction with other fire agencies
OR
- Your department is sponsoring a non-profit fire safety and/or burn prevention organization

You do not need to submit this form if this does not apply to your proposal.

The form must be returned to Fireman's Fund via fax by the proposal deadline – Sunday, November 26, 2006. The form can be sent before or after the online proposal is submitted; however, it should be sent to Fireman's Fund before the proposal deadline.

Please send original completed forms to:

Fax (415) 899-3837
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